

CELRP-DD

MEMORANDUM FOR RECORD

SUBJECT: Pittsburgh District Volunteer Common Access Card Policy

1. District supervisors may determine a valid need for a volunteer exists within their work area.
2. Once a valid need has been identified, the supervisor must submit a request to the District Engineer/Deputy District Engineer, through their individual Division Chief and the Office of Security & Law Enforcement (S&LE) which identifies the volunteer position as requiring computer access as part of their work within the District:
 - a. Division Chief validates the requirement for a volunteer
 - b. Office of Security & Law Enforcement (S&LE) identifies the background requirements.
 1. Once the proper background investigation level is determined S&LE will coordinate with the supervisor on the requirements to initiate and complete the investigation
3. The District Engineer/Deputy Engineer will review the request and issue their determination:
 - a. If approved the supervisor is advised to initiate volunteer recruitment IAW ER 1130-2-500; Chapter 10.
 1. Upon selection of volunteer Supervisor notifies S&LE and the VOLCAC TASM(s)
 2. S&LE initiates the required investigation per PSIP
 3. Supervisor submits a DD Form 1172 to the Trust Agent System Manager (TASM) and assists the volunteer to obtain an Army Knowledge Online account prior to requesting a CAC. The supervisor will act as the sponsor for the AKO account.
 4. TASM completes the required entries into the DEERS program for the volunteer.
 - b. If disapproved the supervisor is notified and action is closed
4. Upon completion of the requirements to obtain a CAC, the volunteer will report to a RAPIDS station and receive a pictureless CAC:

RANDALL E. WHEELER
LTC, Deputy District Engineer

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